

LAKE HAVASU CITY

EMPLOYMENT ELIGIBILITY VERIFICATION & FORM

INSTRUCTIONS FOR COMPLETION OF EMPLOYMENT ELIGIBILITY VERIFICATION FORM

WHO MUST COMPLETE THIS FORM:

All employers, contractors and subcontractors as identified in Ordinance Number 07-869 entitled "Employment of Aliens by Companies Doing Business with the City" (Ordinance) must complete this form. For purposes of the Ordinance, a "covered employer" refers to any employer that receives monies or compensation of any kind from Lake Havasu City (City) which has at least one (1) employee working within the City or at least one (1) fifty percent (50%) or more owner living within the corporate limits of the City. See § 3.30.020(E) LHC Municipal Code. The term "covered employee" refers to an individual employed on either a full time, part time, temporary or seasonal basis to perform work on or for a project or matter which an employer has received compensation from the City. § 3.30.020(D) LHC Municipal Code.

§ 3.30.030 of the LHC Municipal Code requires all covered employers, as defined above, including contractors and subcontractors of the covered employer, to certify that they have complied, in good faith, with the requirements of Title 8 §1324a of the Federal Immigration Control and Reform Act with respect to the hiring of covered employees. This certification must be executed by an authorized representative of the employer, owner, contractor or subcontractor and shall be attached as an exhibit to all executed contracts, license agreements, or leases with the City.

WHEN THIS FORM MUST BE COMPLETED:

This Employment Eligibility Verification Form must be completed by all employers, including contractors and subcontractors of the covered employer, and submitted to the department of the City awarding the covered employer a contract, license agreement or lease not later than the following times:

1. Upon submission to the City of any response to a City bid, request for proposals, request for qualifications, or any similar competitive or noncompetitive procurement or bidding process.
2. Within one (1) week after the contractor or subcontractor is hired by the covered employer to perform work in connection with the City contract, license agreement or lease but prior to any work begun by the contractor or subcontractor;
3. In the event the City contract, subcontract, license agreement or lease is being renewed or amended or a contractor or subcontractor was previously hired by an employer to perform work in connection with such contract, subcontract, license agreement or lease, then upon such renewal or amendment; and
4. On January 1 of each year for the duration of the City contract, subcontract, license agreement or lease and upon renewal or amendment of any existing City contract, subcontract, license agreement or lease.

This Employment Eligibility Verification Form shall be attached as an exhibit to any executed contract, subcontract, license agreement or lease between a covered employer, as defined above, receiving compensation from the City.

PENALTIES:

Any covered employer that submits a false, fictitious or fraudulent affidavit to the City thereof in connection with a contract, subcontract, lease or license agreement shall, upon conviction, be guilty of a Class 1 Misdemeanor, subject to a fine of not less than \$250.00 or more than \$2,500.00, up to six (6) months imprisonment in jail, or both. Each violation of this Ordinance shall constitute and may be punishable as a separate and distinct offense.

Except as provided above, any covered employer who violates any provision of this Ordinance shall, upon a first violation, be subject to a civil penalty in an amount not less than \$250.00 nor more than \$1,000.00 for each day that a covered employee remains employed by the covered employer or the owners of the covered employer shall remain an owner, as the case may be. Any covered employer who violates any provision of this Ordinance within a period of one (1) year immediately subsequent to a conviction of the first violation shall result in a second violation, the civil penalty of which shall be an amount not less than \$1,000.00 or more than \$2,500.00 for each day that the covered employer remains employed by the covered employer, or for each day the owners of the covered employer shall remain an owner, as applicable. Each violation of this Ordinance shall constitute and may be punishable as a separate and distinct offense.

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LIST OF ACCEPTABLE DOCUMENTS:

LIST A		LIST B		LIST C
Documents that Establish Both Identify and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
U.S. Passport (unexpired or expired)		Driver's license or ID Card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		U.S. social security card issued by the Social Security Administration
Certificate of U.S. Citizenship		ID card issued by a federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		Certification of Birth Abroad issued by the Department of State
Certificate of Naturalization		School ID card with photograph		Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
Unexpired foreign passport with I-551 stamp or attached federal Form I-94 indicating unexpired employment authorization		Voter's registration card		Native American tribal document
Permanent Resident Card or Alien Registration Receipt Card with photograph		U.S. Military card or draft record		U.S. Citizen ID Card
Unexpired Temporary Resident Card		Military dependent's ID card		ID Card for the use of Resident Citizen in the United States
Unexpired Employment Authorization Card		U.S. Coast Guard Merchant Mariner Card		Unexpired employment authorization document issued by DHS
Unexpired Reentry Permit		Native American tribal document		
Unexpired Refugee Travel Document		Driver's license issued by a government authority		
Unexpired Employment Authorization Document issued by DHS that contains a photograph		For persons under age 18 who are unable to present a document listed above: School record or report card; Clinic, doctor or hospital record; Day-care or nursery school record		

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The undersigned attests under penalty of perjury, that they have reviewed the documents presented to them by their employees, and that the documents provided to the undersigned by their employees, as more particularly identified in the attached exhibit entitled "list of acceptable documents" appear to be genuine and appear to relate to the employee name, and to the best of the undersigned's knowledge, the employee is eligible to work in the United States based upon the undersigned's review of the documents presented.

Signature of Authorized Representative of Covered Employer/Contractor/Subcontractor	Print Name	Title
Business or Organization Name	Business Phone Number	Date (month/date/year)
Address (Street Name and Number)		
City, State, Zip Code		

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20____,
by _____.

Notary Public

My Commission Expires:

RETURN COMPLETED DOCUMENT TO:

Office of the City Clerk
Lake Havasu City
2330 McCulloch Blvd N
Lake Havasu City, AZ 86403